

EXECUTIVE DIRECTOR'S REPORT OCTOBER, 2017

ADMINISTRATION

As of this report, it is hoped a draft of the community-wide Attitude & Interest Survey, completed by the University of Illinois, will be available for Board review. I will inform Board Members if representatives from the U of I will attend Thursday's meeting to provide an overview of the completed survey.

Mark and Dave Gorka, the District's IT contractors, have proposed a specific social media marketing program. The intent would be to focus marketing on the F.A.N. program and Square Links Golf Course. The District has struggled with its marketing efforts, utilizing local newspapers and billboards. I would propose a six month trial to determine net increase based on a historical registration.

The facility usage request form has been revised, and I would request Board approval of the proposed changes. I am also requesting Board approval of the revised program scholarship request form. The new form requires proof of need prior to the provision of scholarships.

The bond abatement and mini bond sale is scheduled in October, and the agenda includes the required ordinances. Chapman and Cutler provided the ordinances and bank documents, and Old Plank Trail Community Bank has agreed to fund the purchase.

A Truth in Taxation resolution, required at least twenty days prior to the adoption of the annual tax levy ordinance, is included for Board consideration at the October meeting.

Also included on our legal calendar is consideration of the liquor license renewal, enabling the continuation of alcohol sales at Square Links Golf Course.

I will note that Treasurer, Craig Maksymiak, had reasonable questions related to Health Insurance/HSA line item. Further review indicated several factors contributed to the current fund balance as follows:

- Five employees separated from the District, and two received fully-funded HSA distributions, totaling slightly more than \$12,000. One employee received a prorated HSA distribution of approximately \$2,000. This is the primary factor of the fund balance.
- The District received a 15% increase in premium, but is now providing insurance to less employees, with two new employees waiving coverage. The net effect is a lower overall monthly premium, even with the 15% increase.
- Additional staff elected optional dental and vision coverage. Although this raises expenses, all the required costs are remitted by staff without Park District subsidy.
- One employee is receiving COBRA coverage for health insurance, but is remitting the monthly premium cost.

Hopefully, this provides a better understanding of this expense.

Audrey Marcquenski, Director, and I appreciated the opportunity to attend this year's NRPA Congress. Audrey's report is provided for Board review.

I am scheduled to be out of town for the November Board Meeting. Audrey, will attend in my place, and staff will provide the remaining annual department reports. The meeting will take place at Square Links Golf Course, as decided during organizational meeting on May 18, 2017. All necessary notices regarding this change of venue will be completed.

I would ask for a brief Executive Session at the conclusion of Thursday's meeting to discuss a potential litigation.

MAINTENANCE

The most exciting news is that the permit for the Community Park Redevelopment project is now in hand, and work is underway. Staff began working with Thornton Equipment on Monday, October 9, to rough in the bike/walking path. All contracts for the community gardens and utilities have been completed. Foundation work for the water tower should begin on Monday, October 16.

RECREATION

Staff are busy preparing for the mid-December release of the winter/spring brochure. The brochure is expected to have a new look and will be completed in-house, by newly hired graphic designer, Tom Makarowski. Tom is an old friend of the District, and designed the logo for Square Links Golf Course.

SPECIAL RECREATION

I will attend the LWSRA's meeting on October 17, for the purpose of providing the signed Articles of Agreement.

We have received no response from SSSRA following our June, 2017 correspondence.

GOLF COURSE

I would like to move forward with golf course improvements, per the list included with this month's agenda. We have solicited proposals from a local landscaper and our golf course management firm, Reliable Property Services. I would ask for approval to complete the listed actions at a cost of contracted service not to exceed \$17,000.

The second "Free Day of Golf" was held on Saturday, September 30. The course was full all day, with many new faces. We had a very successful year soliciting for college scholarship donations, having received \$11, 229. This total includes free will donations received during the June 17, 2017 golf event.

RISK MANAGEMENT

The District is nearing the end of this year's Loss Control Review. All staff and departments are reviewed by PDRMA, but Audrey Marcquenski, Arliss Bouton, and Ed Reidy, are to be commended for their extraordinary efforts in ensuring all necessary actions and documents were in place. Preliminary scores have been received and have been positive. The LCR will conclude on November 1, and I will provide the District's final score as it becomes available. If the District meets or exceeds a score of 85%, we will be exempt from reviews for the next four years. In addition, PDRMA provides monetary incentives based on ratings. In 2016, the FSPD achieved a Level A rating, and was awarded \$1,500. We are optimistic that this will be repeated in 2017. The end result has been an overall improvement in the safety and operation of the FSPD.

Respectfully submitted:

Jim Randall

Executive Director